

## **HOW TO MAKE THE RIGHT IMPRESSION**

- ▶ Remember –you generally will **NOT** be given any special treatment by your employer. You will work the same hours and under the same conditions as regular employees.
- ▶ Make sure you follow the employer’s rules regarding mobile phones, use of computers and other electronic devices.
- ▶ Always be prepared to do something new and be willing to learn.
- ▶ Learn the names of the people with whom you work. Write them down.
- ▶ Listen carefully and take note of all the instructions that you are given. If you do not understand what you have been asked to do, then **ASK** the person to go over it again, so that you are absolutely sure.
- ▶ If you get into difficulties, do **NOT** walk out. See if someone is able to help you, if not then telephone the teacher at school. However, do remember that you are expected to be independent and you should try to solve your own problems.
- ▶ You are representing your school, your family and yourself. Do not let yourself or anyone else down by your behaviour. Make sure you are **dressed appropriately** for work.
- ▶ Take extra special care over safety precautions, eg wearing a helmet, special clothing, shoes, safety glasses, etc. Make it your job to find out what the organisation’s safety rules are.
- ▶ Don’t be afraid to talk to people with whom you are working. It’s a general rule that people like talking about their jobs! Pick an appropriate time to do this though – not when it’s really busy, or when there’s a need for silence.
- ▶ Don’t talk outside of the work place about private and personal things you may learn on work experience.
- ▶ **ALWAYS** be polite when speaking to people. Don’t be too pushy – you are there to learn. Try to behave in a way which shows you are keen and interested. Don’t sit or stand in a corner with nothing to say – ask questions & engage with people.
- ▶ When you finish your work experience, remember to thank the person concerned.
- ▶ You **must** keep your diary up to date – **these need to be brought back to school.**

If for some reason you are unable to attend your placement, you **MUST** telephone both the employer **and** school by 9am to explain your absence:

The School’s telephone number is:	<b>0161 226 2272 or 0161 212 1926 (I Saunders)</b>
Out of hours email (checked up from 7.30am to 10pm):	<b><a href="mailto:i.saunders@trinityhigh.com">i.saunders@trinityhigh.com</a></b>